

Custodial, Labor and Trades Branch
Equipment Operation Group
Coach Operator Series

SHUTTLE BUS OPERATOR

1/93

Summary

Under general supervision, on assigned shift, operates a shuttle bus over a specified route; performs related duties as required.

Typical Duties

Loads and assures passengers have found proper seating before putting vehicle in motion; operates hydraulic wheelchair lift to assist persons with disabilities to board and exit bus; loads and unloads passengers luggage when necessary; provides information to passengers when requested.

Takes and returns passengers to and from predetermined destinations; operates two-way radios; reports unusual incidents; takes daily count of passengers; instructs new operators.

Checks engine performance; inspects tires, windshield wipers, doors for proper operation and windows and body of vehicle for damage, checks and makes necessary adjustments to safety and auxiliary equipment.

Minimum Qualifications

Training and Experience: Completion of the 10th grade and one year of experience in the operation of passenger buses or medium to large commercial vehicles; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of traffic laws; good knowledge of the operation and equipment of passenger coaches; good knowledge of the hazards and safety practices of the trade; some knowledge of the operation of two-way radios.

Ability to follow oral and written instructions; ability to deal cordially with the public; ability to recognize unusual incidents or circumstances within the shuttle bus route; ability to maintain effective working relationships with fellow employees and the general public.

Skill in the operation and care of passenger coaches.

Licenses and Certificates: Valid U.S. Driver's License.

Special Requirements: Ability to lift luggage up to 40 pounds. Will be required to perform shift work. Must be 21 years of age at time of appointment, and must pass background investigation and physical exam including drug screening.

Director of Personnel

Department Head